Computer Virus Hoaxes and Chain Letters

A message comes to your e-mail in-tray warning of a new e-mail virus that can delete files, reformat your hard drive, send messages to everyone in your mail list, etc. OR You receive an e-mail message telling about a child with cancer asking you to forward the message to others because the American Cancer Society will receive a donation for every message sent. What do you do?

Do you do as the message indicates by warning and/or passing the message on to all of your friends, relatives, and co-workers, or do you delete it?

With the addition of the ability to receive e-mail through the Internet, the State of Montana's e-mail system is seeing more and more virus hoaxes and chain letters. Most of these messages do not do what they claim. The virus part of this scenario occurs when the message is passed on to thousands of people in a short period of time. This bombards the computer system with e-mail messages that are sometimes very large, and soon the computer network is running slow, has completely shut down, or your e-mail file server is filled with messages.

Though warnings and notices received over e-mail may seem important and authentic, often people get caught up in the moment, and do not read them thoroughly or bother checking on their authenticity before forwarding them on to others. **Legitimate warnings are rarely sent by e-mail.** It is not an efficient means of receiving information, since it relies on others to forward the message. If a message is that important, you will see it on the news. Therefore, consider this type of e-mail virus hoaxes or chain letters.

To quickly spot hoaxes, look for a message that has been forwarded or carbon-copied to a list of people, or look for the way the message is written. Every e-mail hoax exists to replicate itself as many times

as possible, and will include two things: it will instigate an emotional response and then urge readers to act on those emotions by forwarding the message to a group of people or as many people as possible.

The next time you receive a message that is a virus hoax or chain letter, contact your network administrator or computer security officer. They will report it to the Network Security Officer in ISD for tracking purposes. Then, after recommendations from your network administrator or computer security officer, delete the message.

For more information regarding computer virus hoaxes and chain letters, contact Lynne Pizzini, Network Security Officer at 444-4510, ZIP! or e-mail at lpizzini@mt.gov.

State BBS now on WWW

With our new FirstClass Intranet upgrade, anyone can visit the State Intranet BBS. Users can access the BBS while cruising the Web, as well as dialing in via modem. Registered users can access the State BBS with their favorite Web Browser, login with their UserID and Password, and perform all the State BBS functions. Non registered users can browse the entire BBS content for information.

With the new Intranet BBS server, any authorized user can instantly post messages to the Web. Knowledge of HTML code is not necessary. There will be no more need to ask a Web Master to add information to a Web server. The new BBS automatically renders message and test files to HTML code.

Agencies who currently have a web page can combine that information in one, easily accessible site; items placed on the State BBS are automatically accessible on the World Wide Web! In this way, information is available not only to those fortunate enough to have Internet access, but to the majority of Montanans who do not. This capability has only been available to State BBS users since Thursday, October 30, 1997, but it's a development we've been working toward for some time. We encourage you to visit us at either:
http://www.metnet.mt.gov or by dialing 800-962-1729 or 406 444-5648.

We chose to move in this direction because one of the biggest complaints we receive from state agencies is that they have to post information in two places, the State BBS and their respective Web Pages. This new version will allow for one-step updating of information. Items placed on the State BBS are also automatically available on the World Wide Web.

What's right for you?

Many agencies are considering migrating their information to Web servers rather than the traditional BBS. Agencies might want to consider the following before deciding which direction to take:

Who is your target audience?

You may have heard the statement "Everyone's on the Internet", when, in fact, many Montana citizens are not. This is due, in large part, to cost and physical location. Many computer owners do not have machines powerful enough or modems fast enough to access information via the Web. Many users must also pay long distance charges to get to an Internet Service Provider or pay surcharges to providers such as America Online. Moving data exclusively to a Web server may exclude much of your audience.

What information are you trying to share?

Meeting announcements, administrative rule changes, questions and answers, judicial rulings, bids, RFPs and general information are ideal items to put on the Intranet BBS. The new BBS allows time sensitive information to be auto-deleted at a particular time. For instance, a meeting announcement can be made to auto-delete the day after the meeting. Since the Web portion of the BBS is interactive, the message is auto-deleted from the Web.

Do you need Database connectivity?

Some agencies have developed extensive database query engines to search their server files. An agency web server will be more appropriate for this type of application. However, you could put a HTML page within your conference that links from the BBS to your Web application. Conversely, your Web page can link back to the BBS conference.

Security

By its very nature the BBS is secure. We don't connect directly to any agency servers. The hardware and software the BBS uses have extensive built in protection. This means a hacker with experience in conventional Web servers will have a very difficult time getting into this hybrid server.
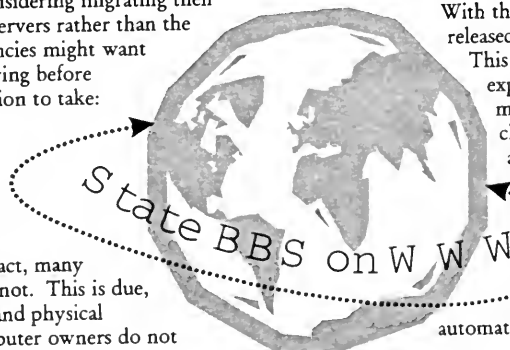
Do you need interactive accessibility?

Visit the State BBS on the Web at:
http://www.metnet.mt.gov/ and consider how this system might affect your agency's communication with the public.

New BBS Client software released

With the new Web interface we've also released a new Intranet BBS client. This client enhances your experience on the State BBS. The most exciting feature of this new client is the ability to automatically launch your Web browser to links within messages. If you post a message using the new client and reference a Web page, the Intranet BBS will automatically create a HyperText link

State BBS on W W W

to the site. Simply type the entire link, for example, http://www.metnet.mt.gov/. A user entering the BBS via the Internet will simply click on the link and their browser will launch and connect them to the page.

Since the Intranet BBS client contains all of the graphics that reside on the server, access to the BBS via the Internet is much faster than accessing it via a Web browser. Your workstation doesn't have to wait for the server to deliver graphics and sound, they're built in!

Description

- FirstClass« Intranet Client 5.02 is a major update release which offers a
- number of enhancements.
- Spelling checker
- Toolbar and Status Bar
- New cross-platform styled editor
- Client extension support
- Drag and drop
- Drag and drill
- New Directory and addressing support
- FirstClass Personal ready
- Online updating of settings file
- Proxy support
- 3D Look

The FirstClass« Intranet Client has all of the conferencing, file transfer, and e-mail functions of previous FirstClass products plus:

- Table manager with enhanced views of file lists, grouping and sorting features
- Multi connect allowing you to connect multiple times to the same server (with the same or different accounts) or to multiple servers Support for Internet protocols mailto and fcp (a protocol recognized by your FirstClass Intranet Client allowing you to create links between FirstClass Intranet Servers and to objects on your server)
- Create links to the World Wide Web
- Document editor enhancements and new spell checking features
- A user definable preferences system that supports custom views
- Ability to apply tiled textures to FirstClass forms, documents and file lists
- All mailbox and conference lists are now fully threaded

New features/enhancements in this release since 5.0

Signatures

This version of the FirstClass« Intranet Client includes support for message signatures.

A new Insert Signature menu item has been added to the Edit menu, and a new Signature tab has been added to the Preferences form. This new menu item allows the user to insert a user defined text string into the body > of a message when it is in the foreground. The user can also select to have this signature automatically pasted into any new message they create by checking the insert signature checkbox on the signature preferences form.

New internal viewer client extensions

There is now an internal JPEG viewer client extension built into the client that uses QuickTime when it is available. There is also an internal PICT viewer client extension built into the client that allows users to place Mac PICTs into BLOB fields on forms e.g. Image message form.

NOTE: Before downloading and installing the latest Intranet client on your workstation, make sure to contact your network administrator. After all, they are the ones that have to keep things running smoothly!

For more information, contact the Office of Public Instruction:

Steve Meredith, 444-3563, ZIP! or e-mail at smeredith@metnet.mt.gov

Janet Andrew, 444-2765, ZIP! or e-mail at jandrew@metnet.mt.gov

Betsy Nordell, 444-1626, ZIP! or e-mail at bnordell@metnet.mt.gov.

Calendar of Events

December 1
Information Technology Managers Council (ITMC)
10:00 am - 12 noon, 312-2 Capitol Bldg

December 10
The Information Technology Advisory Council (ITAC)
8:30–11:30am, Rm 108, Capitol

December 16
SummitNet Executive Council (SEC)
9:30–11:30am, DPHHS Auditorium–METNET Site

On November 5 and 6, 1997 the SummitNet Executive Council held a Telecommunications Visioning Conference at the Colonial Park Hotel. The conference was facilitated by Chuck Sperry, PCM Consulting and Ron Bosco, Federal Engineering, Inc., who provided the group with an overview of national trends in public sector telecommunications. The following were a set of goals for the conference:

1. **NEEDS ASSESSMENT:** Understand the telecommunication needs of Montana's state and local governmental entities, public libraries, and public educational institutions, for the 21st century.

2. **COLLABORATION:** Foster improved collaboration in the provisioning of Montana's public telecommunications systems between:

    1. Stakeholders

    2. Telecommunications Industry

    3. Stakeholders and Telecommunications Industry

3. **STRATEGIC VISION:** Develop a strategic vision for Montana's public telecommunications systems for the 21st century.

4. **ACTION PLAN:** Develop an action plan for moving toward the 21st century strategic vision.

Participants included individuals from the SummitNet Executive Council, Office of Public Instruction, K-12 School Districts, Public Libraries, Commission of Higher Education, Universities, state and local government and the telecommunications industry.

The first day was spent in discovery of the stakeholder requirements with responses from the telecommunications industry. The second day was comprised of the "visioning process" for developing a strategic vision.

The conference provided a unique opportunity for stakeholders and the telecommunications industry to share ideas about the strategic direction for SummitNet. The discussions at the conference set the stage for future activities, including the establishment of a SummitNet Executive Council subcommittee comprised of stakeholders and industry. This subcommittee will provide recommendations to the SummitNet Executive Council that identify the extent of services the network will provide and ways to promote better collaboration between the telecommunications industry and the SummitNet stakeholders.

For more information, please contact Linda Kirkland of ISD's Telecommunications Policy and Development Section at 444-1354, ZIP! or e-mail at lkirkland@mt.gov.

Let's Talk About Change

Change Management, that is. Change Management, often a quiet partner on large IT engagements, will play a major role in the success of the MT PRRIME Project. Change Management is the practice that ensures organizations and employees meet new and existing performance targets quickly and effectively. Simply put, Change Management helps people adapt to and accept the change brought about from implementation of new systems and processes.

The MT PRRIME Change Management team is hard at work to minimize the impact of the new system on the end user. Anita Varone is the State's Change Management team leader. Anita spent four years developing a software package to replace the National Fire Incident Reporting system and most recently assisted the DOJ with a project to improve the criminal history records program.

Work conducted by the Change Management team will include an extensive, state-wide communication effort and development of end-used training and documentation. Please contact Anita Varone at 444-2013, ZIP! or e-mail at avarone@mt.gov with any questions regarding the role of Change Management on the MT PRRIME Project.
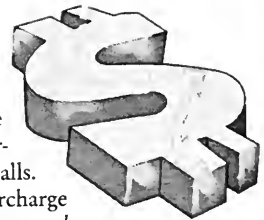
Calling Card Costs May Increase

A recent ruling by the FCC will impact the cost of calling card calls made from pay phones. The FCC has directed long distance carriers to pay a per-call compensation of $0.284 to the pay phone owner for all calling card calls. Some long distance carriers plan to pass that cost on to the customers as a surcharge on the calling card bills. *Keep in mind these are calls originated from pay phones only.*

State employees make in excess of 18,000 calling card calls per month. If 50% of those calls originate from a pay phone there will be at least a $2,500 per month increase in costs.

ISD is working with the long distance carriers that provide the calling cards used by the State and Universities to determine what their intent is as far as passing along this new cost to the State.

If you have any questions, contact Linda Kirkland at 406-444-1354, ZIP! or e-mail at lkirkland@mt.gov.

New Release of DocumentDirect

A new maintenance release of DocumentDirect 1.4 is now available. DocumentDirect is the Windows interface to Infopac-RDS, the mainframe automated report distribution system. While this release contains no major enhancements, it does have fixes for a few minor problems. If you've had a problem with exporting or printing blank pages, this new release may be the answer. Also, the Locate command on the Document Explorer menu is now more precise.

It may be worth a few minutes to install this new release to correct these minor problems. The file, along with instructions for downloading are located on the Value Added Server (VAS) at **guest:rds\install.W61** or **guest:rds\install.W51** (depending on your version of WordPerfect). The DocumentDirect tutorial **guest:rds\tutdoc14.W61** or **guest:rds\tutdoc14.W51)** is used in classroom training and could be useful at your own workstation. The quick reference card **(guest:rds\refcard.W61** or **guest:rds\refcardW51)** is also available. If you do not have access to the VAS server, DocumentDirect and the help documents are also available on diskettes. See contacts at the end of this article.

If you would like more information about ISD's report distribution in general, give us a call. INFOPAC-RDS makes it possible to index and distribute your hard copy reports more efficiently. Better yet, using a CICS interface, view your reports on-line and print only those pages you need printed when you need them printed. (Yes, you may have to dust those shelves where you used to stack all those reports.) If you prefer Windows applications, install DocumentDirect and you can not only view your reports, you can print to your local printer. If you need to extract data from reports for use in other Windows applications, DocumentDirect can accommodate. To get the most from your report data, DocuAnalyzer is the answer. This is a data analysis tool for report data with summary, filtering, printing, exporting, and charting capabilities.

For a copy of the DocumentDirect installation diskettes or for assistance with any aspect of report distribution, contact the Computing Operations Bureau: Dave Smith at 444-2857, ZIP! or e-mail at dsmith@mt.gov, Jan Lewis at 444-2901, ZIP! or e-mail at jlewis@mt.gov or Diane Haun at 444-3336, ZIP! or e-mail at dhaun@mt.gov.

ITMC Meeting

The monthly meeting of the Information Technology Managers Council was held on November 5.

During the meeting, members of the MT PRRIME team presented an update of the project's status. As most of the ITMC is aware, the budget module will be the first implemented in May 1998. MT PRRIME is working on suggested minimum hardware configurations for users of the budget system module. System design is progressing, with management checkpoints built in to ensure that the business benefits expected will be there. MT PRRIME will be including more agency staff in the project as associates and has scheduled two orientation meetings for these associates.

The State Personnel Division made a short presentation on the IT Pilot Project component of the Competency-based Compensation Study. Ron Wilson stated that the information gathered will be presented to the Governor in August. It was mentioned that ISD staff and MDT Information Services Bureau staff will be involved in the pilot project.

The Executive Board of the ITMC will be meeting monthly to set agendas and work on issues to bring before the full group. The meetings are scheduled for Monday afternoons of the week before the full meeting.

The ITMC membership as proposed in the Agency Order creating the group is posted on the Value Added Server in the **guest:itmginfo\formal.doc** subdirectory.

For more information on ITMC, contact the ITMC chair, Mike Randall, Montana Department of Transportation or Wendy Wheeler of ISD 444-2856, ZIP! or e-mail at wwheeler@mt.gov.

Creating Watermarks in WordPerfect

WordPerfect for Windows (WPWin) has several pre-created text watermark images, such as "Approved" and "Confidential." But how do you create watermarks for words which are not already included with WPWin?
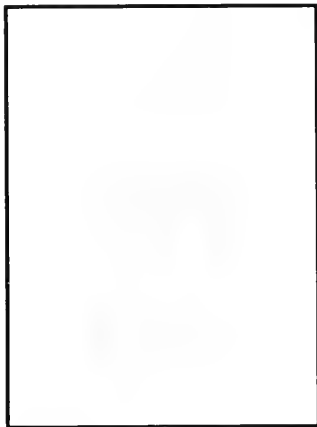

figure 1 You can easily create watermarks with custom text in WPWin.

While you can't easily change the watermark graphics that are included with WPWin so they use different text, you can create watermarks containing any text you want (Figure 1). These custom text watermarks simply involve selecting a font, font size and typing the text. To create a text watermark, follow these steps:

▼ Open the document you want to use the watermark in. Or, if you are creating a watermark to be used in several different documents, go to a blank document window.

▼ Choose Format, Watermark, Create.

▼ The Watermark Feature Bar has several options for inserting images and changing the watermark placement and shading, but you're not required to use any of these options. Any text you type in this screen is automatically shaded for use as a watermark. You can select the font and font size, as well as use features, like Center Page and Advance, to position the text wherever you want it on the page. For example, to create the watermark shown in Figure 1, choose Format, Font. In the Font Face list box, select Arial. In the Font Size text box, type *105* and choose OK. Choose Format, Justification, Center. Type *COPY*, press (Enter) twice, then type *COPY* again, press (Enter) two more times and type *COPY* a final time.

▼ When you've finished inserting the text you want for your watermark, choose Close on the Watermark Feature Bar.

▼ If you created your watermark in a blank document window and want to save it so you can use it in other documents, choose File, Save. Type a name for your file, such as *copy.wmk* and choose Save/OK. To use this watermark in other documents, open the document you want to use it in and place the insertion point at the top. Choose Insert, File, select your watermark file, such as copy.wmk, and choose Insert. If prompted, choose Yes to insert the file.

This article was reprinted from the July 1997 issue of *WordPerfect for Windows Magazine*. For more information concerning this article, contact Irvin Vavruska of End User Systems Support at 444-6870, ZIP! or e-mail at ivavruska@mt.gov. For questions about WordPerfect, please contact your agency support staff, WordPerfect's Help Feature, or the ISD Customer Support Center at 444-2000.

TECH TALK

Shape Up!

Part 1 of 2: Exploring the Shape tool and node editing in CorelDRAW!

One of the most functional tools in CorelDRAW! is the Shape tool, the second button from the top on the Toolbox (Figure 1). It's often referred to as the Node Edit tool; a more descriptive, but incorrect, title. In DRAW! 6 and 7, the Shape tool has a small arrow indicating a flyout menu that includes the Knife and Eraser tools (here because they too reshape objects, Figure 2). Other Shape tools are Auto-Reduce, Break, Join, Stretch, Rotate, Align, and Elastic.

Figure 1

When the Shape tool is selected, the cursor changes to a triangular arrow and the editable nodes on any selected object become larger squares. Nodes are located where a line changes direction and/or behavior. Corel defines nodes as follows: "The points at the ends of line and curve segments in a curve object. It also refers to the small hollow squares along the outlines of objects drawn with the Rectangle and Ellipse tools and those next to characters in a text object."

All objects drawn with the Rectangle, Ellipse, Polygon (DRAW! 6 and 7), and Freehand tools automatically have a certain number of nodes that describe their shape. Understanding the three types of nodes and how line segments described by them

behave will let you draw with greater control and less aggravation.

Node to Node

Line segments in a curve object can be either lines or curves. How the segments move and how they are shaped is controlled by the nodes at each end of the line segment. The three types of nodes are: Smooth, Symmetrical, and Cusp.

A selected node on a curve becomes a solid black square, while a selected node on a line will be hollow (Figure 3). Once you have selected any node in the object, you can use the Tab key and Shift+Tab
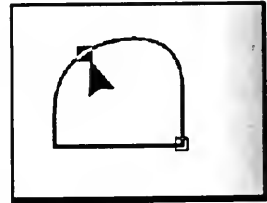

Figure 3

to jump from node to node. The Home key will select the first node in the object and the End key will select the last. You can also use the nudge keys (keyboard arrow keys) to move a selected node.

In DRAW! 7, the cursor gives feedback about its position in relation to nodes and curves. When it's directly over a node, a plus-shaped arrow will appear. When it's directly on top of a curve, a tilde (~) will appear. This takes some of the guesswork out of clicking.

A Smooth node creates a smooth transition from one line or curve segment to another, but allows each side to be adjusted

Figure 2

independently (Figure 4). This lets you bulge a curve more on one side than the other.

A Symmetrical node also creates a smooth transition, but the curves on either side of the node track together so they bulge equally.

A Cusp node creates a point rather than a smooth transition, and the segments on either side adjust independently.

You can adjust the direction and bulge of a curve using its control handles – the handles that stick out from the node when you click on it with the Shape tool. In DRAW! 5 or later, you can also click directly on a curve segment and adjust it by dragging with the mouse.

To change a line segment from a line to a curve, or vice versa, open the Node Edit roll-up by pressing Ctrl+F10 or by double-clicking on the Shape tool or on a node (DRAW! 3, only double-clicking a node will bring up the roll-up). Click on the line segment to leave behind a round dot. Then click the appropriate button on the roll-up to change the behavior of the segment. (DRAW! 3, double-click the point on the segment where you would like to change its behavior to bring up the Node Edit pop-up and then choose your button. No round dot will appear.) You can also change from line to curve by selecting one or more nodes and

then clicking the appropriate button, but it's harder to predict which line segment will be changed.
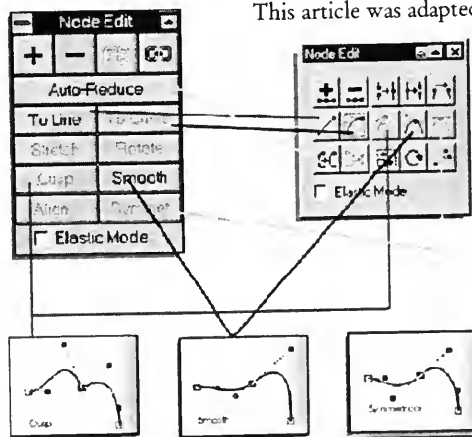
The Node Edit roll-up functions changed dramatically with DRAW! 4 when the Stretch, Rotate, and Auto-Reduce functions were added. In DRAW! 3, node editing is handled by a pop-up that immediately disappears when you use any function. In later versions, the roll-up is still invoked by double-clicking a selected node, but it stays open until you close it. (In DRAW! 6 and 7, you can make the roll-up automatically disappear after each use by clicking the thumbtack button.)

Beginning with DRAW! 6, the markings on the roll-up buttons were switched from mostly text to all symbols (Figure 4). They are not all immediately intelligible, but if you hold the cursor over the button for a second or two the name of each function will appear. This feature is called Tooltips, and it can be turned on and off in the Tools/Options dialog on the Display tab, so check there if yours isn't enabled.
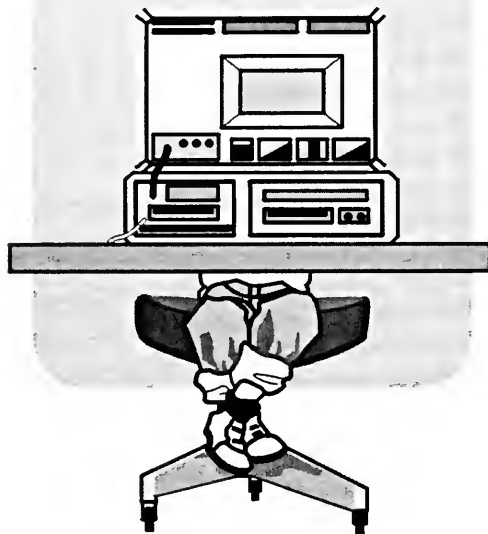
This article was adapted from *Corel Magazine,* by David F. Farkas (dfarkas@farkas.com), a computer graphic artist. For more information or questions, call Jerry Kozak of End User Systems Support at 444-2907, ZIP! or e-mail at jkozak@mt.gov.

figure 4

Trouble Shooting Windows Problems

Microsoft has released many new add in utilities and features for
Win95 and NT4.0. Most of these utilities are focused toward the
experienced end user or support person. One of these utilities,
MSINFO32.EXE, is a great trouble shooting program. Open this
program and view a myriad of system and software setup
parameters; everything from Fonts, to OLE registration. You
will find a copy of the program including all necessary DLLs on
the VAS server under 95NTTEST\UTILITIES\MSINF.
Copy all seven files to a floppy disk or place them in a folder
under Program files on your local hard drive. Activate MSINFO
by executing the MSINFO32.exe in you Start/Run program. The
categories you can choose from are System info, Font, Proofing,
Graphic Filters, Text Converters, Display, Audio, Video, CD
Rom, OLE Registration, and Active modules. You'll find a lot of
useful information in this program.
If you have any questions about using this utility, please contact
ISD Customer Support at 444-2000.

RoboType ● Windows 95 Freebie

PC Magazine has made available another Windows 95 free add-on — RoboType. Following are short sections of the RoboType readme.txt file.

RoboType saves keystrokes by letting you type short abbreviations in place of longer blocks of text. A few keystrokes or mouse clicks will transform the abbreviation into its expansion. RoboType is a 32-bit application that runs under Windows 95 or Windows NT 4.0. To install the program, place its component files (ROBOTYPE.EXE, ROBOTYPE.HLP, and ROBOTYPE.CNT) in the folder of your choice, then create a shortcut to ROBOTYPE.EXE. Should you decide to remove RoboType from your system, use the Uninstall command on RoboType's System menu before deleting these files.

RoboType stores your abbreviations and associated expansions in library files, and automatically registers the document type with Explorer. To load your favorite RoboType library at system startup, create a shortcut to the library in your StartUp folder. RoboType only allows one instance of itself to be active at any time; if you try to launch RoboType again, it simply activates the current instance's main window. So a quick way to load a new RoboType library is to double click on it. By default, RoboType launches with its main window hidden, leaving only its icon in the system tray. To activate the main window, double-click the tray icon. Right-click the tray icon to activate a pop-up menu from which you can activate the window, load a library, change certain settings, or exit the program. Note that closing the main window does not exit the program; it just hides the window. To exit the program, you must use the Quit command,

either from the tray icon's pop-up menu, the File menu, or the System menu.

Your abbreviations can be as long or short as you wish, and they are not case-sensitive. The only restriction is that they cannot contain tab characters or carriage returns. The replacement text for each abbreviation can contain up to 32,767 characters. Note that the Replacement Text control does not wrap lines; RoboType assumes that the target application will take care of word wrap. To insert explicit line breaks, use the Enter key. To insert tab characters, use Ctrl+I instead of the Tab key. The Tab key serves only to move back and forth between controls in the window. Each library can contain up to 5,000 abbreviations.

RoboType (VERSION 1.00) Copyright (c) 1997 Ziff-Davis Publishing Company

Written by Gregory A. Wolking. First Published in PC Magazine, US Edition, November 4, 1997.

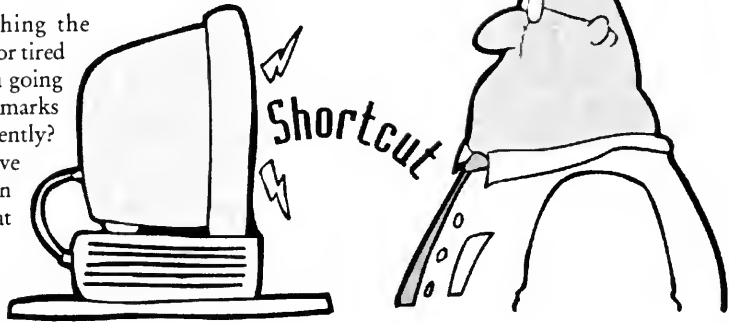You may copy ROBOTYPE files from the ISD Value Added Server at **guest:windows\winaddon\95addons\RoboType.**

If you don't access to the VAS, contact Denny Knapp of End User Systems Support at 444-2072, ZIP! or e-mail at dknapp@mt.gov.

TECH TALK

Favorite Web Page Shortcut

Are you tired of searching the Internet for a favorite site or tired of opening Netscape then going through all of your Bookmarks for a site you visit frequently? There is now an alternative where you can create an icon that starts Netscape at a selected URL.

The instructions below are for Windows 95 or Windows NT 4.0 ONLY!

To create a shortcut to a specific URL for Netscape follow the following directions:

1. If you already have a Netscape icon on your desktop, use these directions:

   a. Start Netscape and go to your desired URL, now minimize the window.

   b. Make sure you can see the Netscape icon on your desktop, if not, minimize or close any open applications (don't close Netscape).

   c. RIGHT click on the Desktop Netscape Icon, from the pull down menu, click on COPY. Now RIGHT click somewhere on the desktop, and from the pull down menu, click on PASTE.

   e. A new Netscape icon will be placed on your desktop, probably labeled "NETSCAPE (2)". RIGHT click on this icon and select Properties. This will open a window with two tabs near the top.

   f. Select the "SHORTCUT" Tab.

   g. Now we need the URL from Netscape, so restore the Netscape we opened in step a. Click once on the box next to "Location", click on EDIT and then COPY.

   h. Minimize Netscape so you can see the Properties Dialog box for the new shortcut, click on the box next to "Target", press the "end" key, then the space bar. Now we want to paste the location here by pressing and holding the Shift Key while pressing the Insert key. This should put the Location in the Target box.

   i. Now you can click on the "OK" button to finish.

   j. If you want to rename the icon, right click on the icon, click on rename, then type in the new name.

2. If you don't have a Netscape icon on your desktop but do have Netscape installed on your PC follow the following steps:

   a. Start Windows Explorer (NOT the Internet Explorer but the one like the old File Manager). Go to your local drive (usually C:) find your Windows Folder (sometimes called Win95, make sure it is the one where Win95 is installed). Click on this folder on the left side, then below there will be a "Start Menu" folder, click on that, under that will be a "Programs" folder, click on that. Under Programs should be the folder that contains the Netscape Shortcut. When you find this, right click on the shortcut and select copy.

   b. Now go to your desktop and right click on it and select "Paste Shortcut" and a copy of your Netscape shortcut will appear on the desktop.

   c. Now you have a desktop icon.

If you have any questions or need help with this issue, contact Mike Moller of End User Systems Support at 444-9505, ZIP! or e-mail at mmoller@mt.gov.

Free Internet Education

For those of you that are new to Internet technologies, a series of 15 minute classes are available for free at:

http://www.mt.gov/isd/techinfo/15minutes.htm

The following topics are covered, each as a separate series:

- ▼ Internet History
- ▼ Electronic Mail
- ▼ Indexing and Search Services
- ▼ World Wide Web
- ▼ Internet Organizations
- ▼ The Basics
- ▼ Tools
- ▼ Technology
- ▼ The Future

These courses are mirrored from http://rs.internic.net/nic-support/15min/ where you can get them as Powerpoint or HTML versions. We have downloaded the HTML versions to our local server, as recommended by Internic, so that response to them should be very good.

These are basic courses with an emphasis on the history of how these Internet services evolved. This is interesting reading for someone new to the technology or even to an experienced user who may not be aware of some of the history behind these technologies.

For questions or comments, contact Ron Armstrong of End User Systems Support at 444-2905, ZIP! or e-mail at rarmstrong@mt.gov.

Training Calendar

This schedule has been assembled by the Helena College of Technology of the University of Montana. If you have any questions about enrollment, please call 444-6821. All classes will be held at the Helena College of Technology at 1115 N. Roberts. Please note that these costs are subject to change each July 1st.
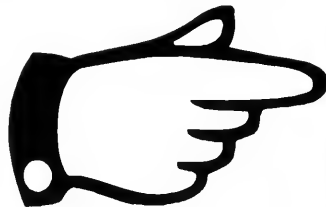
The Helena College of Technology makes reasonable accommodations for any disability that may interfere with a person's ability to participate in training. Persons needing an accommodation must notify the college no later than two weeks before the date of training to allow adequate time to make needed arrangements. To make your request known, call 444-6821.

To enroll in a class, you must send or deadhead an enrollment application to the

> State Training Center, HCT
> Helena, MT 59601
> If you have questions about enrollment, please call 444-6821.

Once you enroll in a class, the full fee will be charged UNLESS you cancel at least three business days **before** the first day of class. HCT is also willing to schedule specific classes by request from state agencies.

	DATE	COST	LENGTH
Data Base Classes			
Intro. to Oracle Prereq. Intro to Windows	January 20–23 (am)	170.00	2
Intro. to SQL Prereq. Intro to Oracle	January 26–29 (am)	170.00	2
Oracle Developer 2000, part I Prereq. Intro to Oracle & SQL	February 2–9 (am)	255.00* Paid by ISD	3
PL/SQL Prereq. Intro to Oracle & SQL	December 4–5 February 23–26 (am)	170.00	2
Oracle Developer 2000, part II Prereq. Oracle Dev. I & PL/SQL	December 8–10 Next class–March	255.00* Paid by ISD	3
Oracle Designer Prereq. Oracle Dev. I; PL/SQL recommended	February 12–26 (pm)	425.00* Paid by ISD	5
NEW Generating Applications with Designer 2000 Prereq. Oracle Designer 2000	Jan. 13–15, 20–22 (am)	255.00* Paid by ISD	3
Lotus Approach Prereq Intro to Windows	December 11 February 2	85.00	1
Inter. Lotus Approach Prereq. Lotus Approach	December 16	85.00	1
Data Network/Mainframe Classes			
JCL	February 17–20 (am)	170.00	2
Microcomputer Classes			
Introduction to Windows 3.1	December 1	85.00	1
Windows 95 Conv. Prereq. familiar with Windows	December 3 (am) January 16 (am)	42.50	.5
Windows 95	February 9	85.00	1
ZIP!Office	January 23 (am) February 17 (pm)	0.00*	.33
Internet Prereq. Intro to Windows 3.1 or 95	December 17–18	170.00	2
WordPerfect 6.1 for Windows Prereq. Intro to Windows 3.1 or 95	January 20–21	170.00	2
WordPerfect 6.1 Conv. Windows Prereq. Intro to Windows 3.1 or 95	December 9 February 12	85.00	1
Lotus for Windows Prereq. Intro to Windows 3.1 or 95	January 26–27	85.00	1
Lotus Conv. To Windows Prereq. Intro to Windows 3.1 or 95	December 10 February 13	85.00	1

Prerequisites may be met with consent of Instructor
* **The** Oracle Designer and Developer class fees are recovered through the monthly data network rate.

ISD Class Enrollment Application

Complete this application IN FULL and return it
AT LEAST ONE WEEK prior to the first day of class.

COURSE DATA

Course Request: _____

Date Offered: _____

STUDENT DATA

Name: _____

Soc. Sec. Number (for P/P/P): _____

Agency & Division: _____

Mailing Address: _____

_____

Phone: _____

How have you met the required prerequisites for this course? Explain, giving the
class(s) taken, tutorial completed, and/or experience.

_____

_____

_____

BILLING INFORMATION/AUTHORIZATION
MANDATORY

User ID: _ _ _ _ _ _   Agency#: _ _ _ _

Authorized Signature: _____

Full class fee will be billed to registrant unless cancellation is
made three business days before the start date of the class.

DEADHEAD COMPLETED FORM TO:
COMPUTER TRAINING CENTER
HELENA COLLEGE OF TECHNOLOGY
OF THE UNIVERSITY OF MONTANA
PHONE 444-6800   FAX 444-6892

ENROLLMENT APPLICATION

DeadHead *BACK*

Dept. of Administration
Information Services Div.

FAX *BACK*

Information
Services Division
406-444-2701

MAIL *BACK*

Dept. of Administration
Information Services
Division
PO Box 200113
Mitchell Building, Rm 229
Helena, MT 59620-0113

SURF *BACK*

via Internet

ZIP! *BACK*

via ZIP!Mail,
ZIP!Office,
TAO

Editor's Notes

Published By

ISD News & Views is published monthly by the Information Services Division (ISD), Department of Administration, Room 229, Mitchell Building, Helena, MT 59620, 406/444-2700, FAX 406/444-2701.

This newsletter is dedicated to educating and informing the reader with pertinent State technology news. Materials November be reproduced without permission. Alternative accessible formats of this document will be provided upon request.

Editorial Submissions

To submit an article to *ISD News & Views* for publication, please send it to Trapper Badovinac, preferably via ZIP!. Please have your article in by the 8th of the month for inclusion in the following month's newsletter.

ISD Customer Support Center

Have a problem (opportunity)? Do you need ISD assistance for any of your information processing requirements? Then contact the ISD Customer Support Center (444-2000), which is our central point of contact.

Subscription Services

ISD News & Views is a free publication. If your name or address is incorrect, please send your current mailing label along with any corrections to Trapper Badovinac. If you would like to be added to our mailing list, let us know your name, agency, division/bureau, phone, address, city, state, zipcode, and whether you would like your newsletter to be distributed via ISD Box #, Deadhead, or Mail. *ISD News & Views* is also available electronically via ZIP!/ZIP!Office or VAX e-mail as well as the Web at http://www.mt.gov/isd/current/news/index.htm. Current and back issues are located on the State of Montana Electronic Bulletin Board System (444-5648 local & out-of-state, or 800/962-1729 toll free in Montana) and on ISD's Value Added Server \GUEST\N&V).

Distribution Notes

650 copies of this public document were printed at a cost of $300. Distribution costs are $18.25. 125 copies of this document were distributed electronically at no cost.

Editor

Trapper Badovinac (444-4917), ZIP! or e-mail at tbadovinac@mt.gov. Design and layout: Diana MacDonald (444-3170), ZIP! or e-mail at dmacdonald@mt.gov.

6127

Department of Administration
Information Services Division
Mitchell Building, Room 229
P.O. Box 200113
Helena, MT 59620-0113

ISD
Information Services Division

Is Your Address Correct?

If not, see "Subscription Services..." above.